

REQUEST FOR PROPOSALS

FOR

**KANE COUNTY PLANNING AND ZONING
COMMISSION ENGINEERING SERVICES**

March 30, 2012
April 20, 2012

Kane County
Request for Proposal
Planning and Zoning Engineering Service

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KANE COUNTY
Request for Proposals
SCOPE OF WORK

Kane County will require the Consultant to review all plans requiring engineering submitted to the Kane County Planning and Zoning Commission. The Consultant will also work as a technical advisor to the Planning and Zoning Commission. On site consultation may be necessary as determined by the Planning and Zoning Commission Administrator.

KANE COUNTY

Request for Proposals Summary Sheet

1. Name: Kane County Planning and Zoning Commission
2. Requested Services: Engineering Services
3. Contact Person:

Shannon McBride, Planning and Zoning Administrator, 180 North 300 West, Kanab, Utah 84741, Phone (435) 644-4966, e-mail smcbride@kane.utah.gov.
4. Advertisement Dates: April 04, 2012, April 11, 2012
5. Six copies of the proposal shall be delivered to the Kane County Planning and Zoning Administrator's Office, 180 North 300 West, Kanab, Utah 84741, no later than 3:00 p.m. on April 20, 2012.

Proposals will not be accepted after the 3:00 p.m. deadline.

6. The proposals will be reviewed by the Kane County Commission and staff, at that time it will be determined if oral interviews will be required. If they are required, they will be held on April 25-26, 2012.
7. The Consultant shall be responsible to ensure that all personnel are qualified through training, experience, and appropriate certification for the tasks assigned when doing work through this RFP.
8. The Consultant shall conform to all applicable state and federal regulations as well as Kane County's Land Use Ordinances, Standard Specifications and Drawing Details for Design and Construction.
9. Contract shall be for a period of one year from signing date, with an additional one year option at Kane County's discretion. Either party may dissolve the contract with a 60 (sixty) day written notice without reason being given.
10. Contract shall commence May 7, 2012 and run through May 6, 2013.

KANE COUNTY
Request for Proposal
Kane County Planning and Zoning

GUIDELINES FOR PREPARING STATEMENT OF QUALIFICATIONS

INTRODUCTION

The purpose for these guidelines is to assure consistency in format and content in the Statement of Qualifications prepared by Consultants and submitted to Kane County.

The Statement of Qualifications shall contain the following information in the order listed:

1. Introductory Letter
2. Resume(s) of all key personnel
3. Proof that appropriate licenses are held by personnel doing work for Kane County
4. Proof of Ability to Bond
5. Proof of Errors and Omissions Insurance
6. Hourly Rate(s)

It is very important that submittals be clear and concise in the recommended format so they can be evaluated in an objective manner. The various sections in the submittal should be tabbed for easy reference.

RECOMMENDED DETAILS AND EVALUATION CRITERIA

1. Introductory Letter - The introductory letter should be addressed to:

Shannon McBride
Planning and Zoning Administrator
180 North 300 North
Kanab, UT 84741

In one page, express your interest in the project, state your qualifications to do the work

and recount any summary information that may be useful or informative to the Commission.

2. Resume - The evaluation will consider how well the qualifications and experience relate to the specific engineering needs of the Planning and Zoning Commission.

- ✦ A standard resume for all key personnel should be submitted with all applicable attachments.

3. Proof that appropriate licenses are held: i.e. PE, EIT, PLS, etc.

4. Proof of Ability to Bond - The evaluation will consider the Consultants past bonding and the ability to be bonded, specifically the ability to pass a background investigation through the Bureau of Criminal Identification, or both upon the request of the Commission.

5. Proof of Insurance - Errors and Omissions

6. Hourly Rates and Other Fees - Please state the hourly rates and all other applicable fees.

- ✦ In office review of plans and submittals
- ✦ On site consultation
- ✦ Travel/mileage
- ✦ Other

SUMMARY

The Statement of Qualifications should be clear and concise, and it should provide the County with an understanding of the Consultant's ability to perform the required tasks in a thorough and timely manner.

INTERVIEW TOPICS

During the interview, the following project-specific topics may be some of the issues discussed:

- ✦ Understanding of the Required Work
- ✦ Approach to the Different Projects
- ✦ Schedule Control/Review Time
- ✦ Management of Kane County Projects vs. Other Projects
- ✦ Conflict of Interest
- ✦ Timely Billings
- ✦ Itemized Statements; With Project Name and Number

NOTICE OF REQUEST FOR CONSULTANT SERVICES

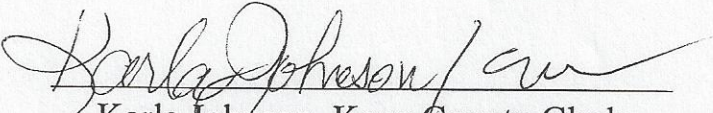
Kane County is seeking the services of a qualified Consultant to provide Engineering Services for Kane County Planning and Zoning Commission.

If you are interested in submitting a Statement of Qualifications, information on the Request for Proposals and guidelines for preparing the Statement of Qualifications are available at the Land Use Authority Administrator's Office, 180 West 300 North, Kanab, Utah 84741, (435) 644-4966. **The deadline for submitting the statement is 3:00 p.m. on Friday, April 20, 2012.** The right is reserved by the county to reject any and all Statement of Qualifications.

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Karla Johnson, Kane County Clerk